

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 02-20								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-15-012	Contract Period   08/01/2015   To   07/31/2018 Base                      Option Period Number      2	Title of Work Assignment/SF Site Name Sust Materials Mgmt Life Cycle								
Contractor CSRA LLC		Specify Section and paragraph of Contract SOW 3.2, 3.4								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   08/01/2017   To   07/31/2018								
Comments: In accordance with clause B.1 immediate start is authorized for this work assignment beginning on August 1, 2017. If the work plan is not approved within 35 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
08/01/2015   To   07/31/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name   David Meyer							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-569-7194			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Donna Reinhart							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2114			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**CSRA EP-C-15-012**  
**Work Assignment No. 02-20**  
**Period of Performance: 8/1/17-7/31/18**

**I. ADMINISTRATIVE:**

**A. Title: Sustainable Materials Management Life Cycle Assessment (SMM LCA)**

**B. Work Assignment Manager:**

Wesley Ingwersen  
National Risk Management Research  
Laboratory/Land and Materials  
Management Division/Life Cycle Decision  
Support Branch  
26 W. Martin Luther King Dr.  
Cincinnati OH 45268  
513-569-7602  
[Ingwersen.wesley@epa.gov](mailto:Ingwersen.wesley@epa.gov)

**Alternate Work Assignment Manager:**

David Meyer  
National Risk Management Research  
Laboratory/Land and Materials Management  
Division/Life Cycle Decision Support  
Branch  
26 W. Martin Luther King Dr.  
Cincinnati OH 45268  
513-569-7194  
[Meyer.david@epa.gov](mailto:Meyer.david@epa.gov)

**C. Quality Assurance:**

Task(s) 1 through 4 in this WA require the use of primary and/or secondary data and the development of software, as did work performed under WA 00-20 and 01-20. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor prepared a Project Specific Quality Assurance Project Plan (PQAPP) for WA 00-20. Since no significant changes in data collection are expected between WA 00-20 and the work described in Tasks 1-4, the PQAPP for WA 00-20, G-STD-0030017-QP-1-0, approved 09/22/2015, shall be used for Tasks 1-4. Task 5 in this WA is a continuation of Tasks 1-5 under WA-01-21. The QAPP developed for that task, G-STD-0017848-QP-1-2, shall be used for Task 5. Task 6 in this WA is a continuation of Task 6 under WA-01-21. The QAPP developed for that task, G-STD-0030965-QP-1-0 approved on 4/7/2017, shall be used for Task 6.

**D. Background:**

As communities seek to become more sustainable, they are faced with decisions surrounding waste collection and disposal, transportation options, land use planning, and infrastructure needs, all of which can affect climate change and water resources. These decisions are made with the understanding that effective and sustainable environmental protection is linked to human health and quality-of-life, economic opportunity, and community vitality. For example, the processing and production of materials in these communities provide economic opportunity, but also represent sources of environmental emissions. Further, there is a recognized environmental justice component to sustainable materials management (SMM): minority populations and/or low-income populations bear a disproportionate amount of adverse health and environmental effects associated with the life cycle of the materials of commerce – from resource extraction, material processing/production, transportation, use, recycling, and on to ultimate disposal/destruction. In order to conserve land, minimize land contamination,

minimize emissions to air and water, and yield equitable co-benefits throughout a community, materials must be extracted, manufactured and used effectively and efficiently, their application reduced, reused, recycled, and their disposal/management focused on a life cycle basis while preserving their function. The Life Cycle Decision Support Branch (LCDSB) within the National Risk Management Research Laboratory (NRMRL) of US EPA's Office of Research and Development (ORD) is developing the necessary models and tools to support the use of life cycle assessment (LCA) by the Office of Solid Waste and Emergency Response (OSWER), the Office of Water (OW), the Office of Air and Radiation (OAR), and Regional Offices to promote SMM within states and communities.

## **II. OBJECTIVE:**

The contractor shall support the priorities and requirements of the Life Cycle Decision Support Branch as related to the SMM activities.

This work assignment supports the mission of EPA and authority as described in the Resources Conservation and Recovery Act (RCRA). The Sustainable Materials Management strategy designed to meet part of EPA's obligations under this statute describes the need for a life cycle approach.

The intended audience for this project are regions, states and communities seeking to implement sustainable materials management strategies that use a life cycle perspective, as well as other parties looking for data and methods to support life cycle assessment.

This work will be completed commensurate with Sections 3.2 and 3.4 of the Contract Level PWS.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 - Work Plan Submission:**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall use the PQAPP prepared under Contract EP-C-15-012 for WA 00-20, as noted above, and ensure the quality of primary and/or secondary data and any software developed to complete these tasks.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-20 and 1-21. This task also includes monthly progress and financial reports, which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include

a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer's representative (CLCOR) Project Officer and EPA WA Contracting Officer's Representative (COR) if any changes to the collection and analysis of the data is needed and prepare a PQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

### **Task 1 – USEEIO Updates, Extensions, and Automation**

USEEIO is a model developed under the previous periods of performance in this work assignment. USEPA working with the contractor has also developed state versions of USEEIO. The model combines economic and environmental data at a resolution of ~390 goods and services to characterize direct and indirect environmental and economic effects of those goods and services and associated materials. The economic data are compiled in the form of input-output tables and the environmental data in the form of satellite tables. Recently the modeling effort has evolved from spreadsheets to using code (primarily R) to create the satellite tables and input-output tables, which is archived at <https://github.com/usepa/useeio>. This task is reserved to make updates to those tables, add additional satellite table and input-output table extensions, and further automate the creation of USEEIO and state-based models. These updates may include:

- Updates to the underlying input-output tables based on updated BEA and US Census data
- Extensions of the input-output and satellite tables to model other world regions
- Updates to the environmental satellite accounts based on updated or newly identified sources of environmental data
- Incorporation of new satellite tables for additional environmental resources/emissions
- Incorporation of improved data for state models
- Automation for creation of satellite tables using code
- Data collection for modeling various SMM-related scenarios in USEEIO and state-models
- Addition of uncertainty ranges for satellite table and economic transaction data
- Improved documentation of the model

The specific updates will be specified by the WACOR.

### **Deliverables:**

- USEEIO 2.0 using automated model building approach, incorporating the most recent data available for building the satellite tables
- Code for creating multi-region state-based models for a user-selected state, at the same detailed level of resolution as the USEEIO 2.0.



- Documentation of USEEIO 2.0 updates and state-based models in the form of drafts of sections of peer-reviewed manuscripts and conference presentation slides

### **Task 2 – Data Analysis Support**

As directed by the WACOR, the contractor shall provide general support to EPA LCA researchers on performing data analysis tasks for life cycle assessment for the duration of the period of performance. Data analysis work should be performed in either the R or Python programming languages, and code should be documented and designed for reuse. High-level consulting on the organization and management of code for data analysis shall be provided at the beginning of each data analysis that requires more than 40 hrs of labor to maximize reusability and minimize redundancy in the coding effort.

**Deliverable:** Technical support for data analysis for the duration of the period of performance.

### **Task 3 – Support for Scenario Modeling for SMM Strategies in USEEIO**

The USEEIO model described in Task 1 provides baseline results for the US or a state. The model was developed with the intention of modeling scenarios involving potential changes to the baseline system through implementation of SMM strategies. Such changes may include technological, structural, or behavior changes in industry or by consumers. Because such changes could potentially reverberate throughout the US or state system, modeling of these changes can be complex. Particularly, because USEEIO is based on underlying economic input-output tables, modeling such scenarios can require econometric methods. In this task, EPA seeks expertise from economists specializing in modeling changes within the input-output framework. EPA will work with the contractor to define generic scenario types and provide insight on how well these scenario types can be modeled within USEEIO. The contractor shall then propose generalized methods that can be used to model those scenarios, and provide support for modeling example scenarios provided by EPA.

**Deliverable:** Documentation in the form of sections of a peer-review manuscript describing methods for scenario modeling in USEEIO and implementation of one or more examples.

### **Task 4 – USEEIO API and IOMB Support**

In the previous periods of performance for this work assignment, the contractor developed a program for assembly and modeling of the IO models like USEEIO called the IO Model Builder, or IOMB (<https://github.com/USEPA/IO-Model-Builder>). The contractor has also developed an API that takes the models from the IOMB in the form of Python data types, and makes the results and details of the models publicly available via an API. This web API is used by the SMM and Value Chain Sustainability tools, aka the SMM tool suite. EPA has a need for continual support for the IOMB and the associated web API, including enhancements that are anticipated in order to provide results needed for USEEIO analysis or the SMM tool suite. EPA will provide detailed requests of updates for the IOMB and the web API, based on stakeholder and management direction, during the period of performance.

**Deliverable:** Improvements to the IOMB and the associated web API as specified by the WACOR

### **Task 5 – openLCA Software and Data Format Enhancements**

openLCA is the primary LCA modeling software used by EPA ORD for LCA studies as well as for LCA data preparation and sharing via the Federal LCA Commons. EPA has supported and collaborated on improvements to openLCA and built additional applications upon openLCA (e.g. WARM, SMM Tool) since 2012. There is a need to make continual improvement and updates to openLCA software to improve its functionality and the ways that it manages and describes data. Specifically, as the international initiative Global LCA Data Access (GLAD) has made recommendations on metadata improvements for LCA data that could be incorporated into openLCA software and the openLCA JSON-LD data format. The EPA is developing an improved master elementary flow list and nomenclature, and all the data and its functionality need to be made fully useable in openLCA software and the JSON-LD format. EPA previously worked with GreenDelta to make improvements to data quality assessment in openLCA. Further improvements are foreseen to be needed to assess model and LCIA data quality. Finally, the advance to openLCA directed by EPA over the last 5 years have not been documented in the peer-review literature, and the contract shall assist EPA with that documentation. Other enhancements to openLCA and the openLCA JSON-LD format shall be made at the request of the EPA WACOR.

#### **Deliverables:**

- openLCA software and JSON-LD formats with metadata improvements and improved handling of elementary flows
- Improved data quality management in openLCA software
- Documentation support of openLCA and format enhancements written for one or more peer-review manuscript

### **Task 6 – Ontology Development Support for Rapid Life Cycle Inventory and Exposure Modeling Using Linked Open Data in Web-based Applications**

EPA is currently developing tools and methods to incorporate linked open data into life cycle inventory and exposure modeling. The long-term vision is for many of these tools and models to work together in a broader system for Life Cycle Human Exposure Modeling. These efforts involve the use of a resource description framework (RDF) to link data using a vocabulary of data descriptors, often called ontologies or domain models, which give data context and meaning. EPA researchers, as subject matter experts, have been developing ontology pieces to support the design of the necessary tools. There is a need to have an ontology expert review and help revise new ontology pieces to make sure they are consistent, both with one another and with existing EPA ontologies. This will help guarantee seamless integration of the various tools in the future. In addition, there is a need for the contractor to create linked open datasets using the developed ontologies. Therefore, the contractor shall provide ontology review and revision for a minimum of two ontology pieces up to a maximum of four ontology pieces. The EPA WACOR shall provide all necessary reference EPA ontologies upon request for a review.

**Exposure Milestone #1, due 60 days after receipt of Work Assignment:**

Identification of key terms necessary for integration of Human Exposure Model (HEM) into the Life Cycle Assessment Ontology architecture (LCAO). Using a pragmatic format (e.g., spreadsheet if appropriate) identify and define key terms spanning HEM and LCAO, including “synonyms” describing similar concepts but with different terms, “homonyms” of the same term being used to describe different concepts in HEM and in LCAO, terms defining concepts that are similar in both domains, concepts from HEM that do not currently exist in LCAO, and any presently unnamed concepts that are being used by either HEM or LCAO that are needed to complete the architecture integration.

**Exposure Milestone #2, due 90 days after receipt of Work Assignment:**

A modified version of the bridge ontology exoMap, revised to include appropriate terms, concepts, and relationships identified in Milestone #1.

**Exposure Milestone #3, due 120 days after receipt of Work Assignment:**

Draft report, in scientific journal article format, describing the development of the bridge ontology.

**Exposure Deliverable, due 150 days after receipt of Work Assignment:**

Final report, in scientific journal article format, describing the development of the bridge ontology, incorporating comments on the draft report.

**Inventory Modeling Milestone #1:**

An ontology describing EPA’s National Emissions Inventory (NEI). The EPA WACOR shall provide a copy of the 2014 NEI in a relational database format and specify which data elements shall be included in the NEI ontology.

**Inventory Modeling Deliverable #1:**

A triplestore database built on the NEI ontology and containing the 2014 NEI data. Prior to preparing the database, the EPA WACOR shall specify the triplestore software to be used.

**IV. SCHEDULE OF DELIVERABLES:**

Specific deliverables, by Task, are detailed in the table below. All work will be determined by technical direction.

This work requires experience in the USEEIO model, advanced data analysis using R or Python, the IO Model Builder, and ontology development for chemical lineage modeling.

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0 - Workplan Submission</b>		
	Workplan and budget	According to contract
	Monthly progress reports	Monthly

<b>Task 1 - USEEIO Updates, Extensions, and Automation</b>	
USEEIO 2.0	6/30/2018
State model creation code	6/30/2018
Documentation of USEEIO improvements	7/31/2018

<b>Task 2 – Data Analysis Support</b>	
Technical support for data analysis in response to each request	To be determined by technical direction.
<b>Task 3 – Support for Scenario Modeling for SMM Strategies in USEEIO</b>	
Documentation in the form of sections of a peer-review manuscript describing methods for scenario modeling in USEEIO	June 30, 2018
<b>Task 4 – USEEIO API and IOMB Support</b>	
Improvements to the IOMB and the associated web API	To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder or management feedback
<b>Task 5 – openLCA Software and Data Format Enhancements</b>	
openLCA software and JSON-LD formats with metadata improvements and improved handling of elementary flows	To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder feedback and completion of Fed LCA Master Elementary Flow List
Improved data quality management in openLCA software	To be determined by technical direction; an exact date cannot be determined prior to determination of data quality methods
Documentation support of openLCA and format enhancements written for peer-review	June 30, 2018
<b>Task 6 – Ontology Support for Chemical Lineage Modeling</b>	
Final report, in scientific journal article format, describing the development of the bridge ontology, incorporating comments on the draft report	150 days after commencement of task

Linked open dataset of EPA's 2014 National Emissions Inventory	To be determined by technical direction based on availability of subject matter experts for creation of underlying ontology
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## **V. MISCELLANEOUS:**

### **Software Application Files and Accessibility:**

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

The EPA WACOR shall identify which of delivered products will require 508 compliance.

## **VI. TRAVEL**

The contractor should anticipate up to 3 trips over the duration of the performance period for in-person meetings or conferences; to be determined at the discretion of the WACOR. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 1 and 5, as well as the EPA's Mission to ensure protection of human health and the environment.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. QUALITY ASSURANCE SURVEILLANCE PLAN:**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 02-20				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2018			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			Sustainable Materials Mgmt Lif				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 3.2, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 08/01/2017 To 07/31/2018					
Comments: The purpose of this amendment is to update the WACOR to Wesley Ingwersen, and the Alternate WACOR is David Meyer.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
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Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name    Wesley Ingwersen  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-569-7602 FAX Number:			
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
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<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 02-20				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2018			Title of Work Assignment/SF Site Name				
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Comments: The purpose of this amendment 2 to CSRA (EP-C-15-012) WA 02-20 is to increase the CPFF not-to-exceed ceiling to \$342,000.										
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Contract Number EP-C-15-012			Contract Period   08/01/2015   To   07/31/2018 Base                      Option Period Number       2			Title of Work Assignment/SF Site Name OGWDW Strategic Plan				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.15, 2.16					
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Total:				350						
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**WORK ASSIGNMENT  
PERFORMANCE WORK STATEMENT (PWS)  
CSRA**

**Contract No. EP-C-15-012**  
**Work Assignment: WA-02-22**

**WACOR:**    **Name:**                      Nancy Parrotta  
                 **Office:**                      Office of Groundwater and Drinking Water  
                 **Phone:**                      202-564-15260  
                 **FAX:**  
                 **E-mail:**                      parrotta.nancy@epa.gov  
                 **Mail code:**                      4606M  
                 **Street Address:**              1200 Pennsylvania Ave., NW  
                 **City, State, Zip:**              Washington, DC 20460

**Alternate WACOR**   **Name:**                      Not applicable  
                                 **Office:**  
                                 **Phone:**  
                                 **FAX:**  
                                 **E-mail:**  
                                 **Mail code:**  
                                 **Street Address:**  
                                 **City, State, Zip Code**

**LOE: 350 hours**

**Period of Performance: Effective date through July 31, 2018**

**Title: Office of Ground Water and Drinking Water Strategic Planning and National Drinking Water Advisory Council Meeting Support**

**PWS Sections 2.1, 2.15, 2.16**

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**I. PURPOSE:**

The purpose of this work assignment is to support the Office of Ground Water and Drinking Water (OGWDW) in developing a five-year strategic plan for the Office of Ground Water and Drinking Water and to provide support for the National Drinking Water Advisory Council (NDWAC) meeting. The strategic plan will chart the course for advancing EPA's and the Office of Ground Water and Drinking Water's priorities and mission to protect human health and the environment.

Strategic planning is important to an organization because it provides a sense of direction and outlines measurable goals. Strategic planning is a tool that is useful for guiding day-to-day decisions and also evaluating progress and changing approaches when moving forward.

The Plan will identify the measurable environmental and human health outcomes that the public can expect in the near-term and over the next five years and will describe how the Office intends to achieve those results. The Plan represents a commitment to our core values of science, transparency and the rule of law in managing our program. This planning will also expand the impact of the OGWDW by ensuring complementary EPA offices and programs understand its mission and goals.

The contractor shall develop products and resources that support the ability of OGWDW to develop a final five year strategic plan.

## **II. BACKGROUND:**

EPA's FY 2014 – 2018 Strategic Plan identifies five strategic goals to guide the Agency's work. The second goal, Protecting America's Waters specifically identifies achieving and maintaining standards and guidelines protective of human health in drinking water supplies, fish, shellfish, and recreational waters, and protect and sustainably manage drinking water resources as a goal. In support of the Agency's goal for Protecting America's Water, the mission of the OGWDW, together with states, tribes, and many partners, will protect public health by ensuring safe drinking water and protecting our ground water.

This mission will be accomplished by implementing the following principles:

- Prevention as an effective approach;
- Risk-based priority setting for new and existing regulations, based on sound science, quality data in reliable databases, and quality methods and standards;
- Partnership and involvement of public and private organizations, citizens, and communities;
- Flexibility and effectiveness in implementation while maintaining a national public health baseline;
- Accountability of all parties through public participation and accessible information; and

Results documented and presented clearly

## **III. QA REQUIREMENTS:**

The tasks in this Work Assignment (WA) do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

## **IV. DETAILED TASK DESCRIPTION:**

All direction under this WA will be provided as written technical direction from the WACOR as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CL COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

## **Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

**Deliverables:** Work plan and monthly progress and financial reports.

## **Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan**

To support these efforts, the contractor shall:

1. Prepare agendas for, and facilitate three meetings to be located in the Washington DC area (For planning purposes the meetings will last approximately 5 hours)
2. Produce written notes of each meeting
3. Participate in up to four one- hour conference calls with OGWDW during the development of the plan outline
4. Develop a strategic plan outline for the Office (For planning purposes this outline should be approximately 10 pages in length)

### **Deliverables:**

1. Agendas for each meeting
2. Written notes of each meeting
3. Draft Outline of OGWDW Strategic Plan

## **Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.**

The contractor shall provide support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area:

The NDWAC was established in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App.2 § 9 (c). NDWAC is in the public interest and supports the EPA in performing its duties and responsibilities. Congress created the Council on December 16, 1974 as part of the Safe Water Drinking Act (SDWA) of 1974, P.L. 93-523, 42 U.S.C. 300j.5.

The NDWAC is charged to provide advice, information and recommendations on matters related to activities, functions, policies, and regulations of EPA under the SDWA. The advice and recommendations are then carefully considered by the EPA and may become a factor in the OGWDW strategic planning process.

The scope of this effort includes pre-meeting coordination with the Designated Federal Officer, note taking during the meeting, developing a draft meeting summary for EPA and developing a final summary that is 508 compliant.

1. Pre-meeting coordination with the Designated Federal Officer – In support of the pre-meeting effort, the contractor shall meet with the DFO to determine that specific note taking format to be used, develop templates for the notes, attendance, and daily summaries, and the types of discussion to be prioritized for recording in the notes. For planning purposes, this is expected to take 1 hour to complete.
2. Participation and note taking during the NDWAC Meeting - The contractor shall provide two technical staff on-site for the 1 1/2-day meeting. During the proceedings, the contractor shall rotate note taking responsibilities to ensure full coverage. Prior to the proceedings on day 2, the contractor shall provide a written summary of the prior day's meeting.
3. Post Meeting Support – Within 2-weeks of the NDWAC meeting, the contractor shall deliver a draft-meeting summary. This document shall include, at a minimum, a list of meeting participants (data to be collected by CSC), major issues discussed, and record of decisions made. Finalized summary for NDWAC meeting shall be 508 compliant.

#### **Deliverables:**

1. Daily summary reports (1)
2. Draft NDWAC meeting summary and Final NDWAC meeting summary

#### **V. SCHEDULE/DELIVERABLE**

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically on a CD or by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- Finalized summary for NDWAC meeting shall be 508 compliant.

**Due dates reflect the draft documents for WACOR consideration. Final deliverables are due no later than 15 days after receiving the WACOR's comments, unless the WACOR provides written technical direction indicating otherwise\***

**\*Within five working days of receipt of EPA WACOR comments on Task 3, the contractor shall provide EPA with a final summary of the meeting.**

**Other Deliverable Expectations:**

Draft Meeting Agenda 2 weeks before meeting

Final Meeting Agenda 3 days before meeting

Draft Meeting Summaries 1 week after meeting dates

Final Meeting Summaries 3 days after receipt of WACOR(s) comment

<u><b>Deliverable</b></u>	<u><b>Due No Later Than</b></u>
<b>Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports</b>  Work Plan  Monthly Progress and Financial Reports	According to Contract
<b>Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan</b>  1. Prepare agendas for based on information provided by EPA, and facilitate three meetings to be located in the Washington DC area (For planning purposes the meetings will last approximately 5 hours) 2. Produce written notes of each meeting 3. Participate in up to four one- hour conference calls with OGWDW during the development of the plan outline 4. Assist in developing a strategic plan outline for the Office (For planning purposes this outline should be approximately 10 pages in length)	Upon Written Technical Direction

<p><b>Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.</b></p> <ol style="list-style-type: none"> <li>1. Conduct pre-meeting coordination with the Designated Federal Officer. (For planning purposes, the pre-meeting coordination should last 1 hour).</li> <li>2. Perform note taking during the meeting.</li> <li>3. Develop a draft meeting summary for EPA and develop a final summary that is 508 compliant.</li> </ol>	<p>Upon written technical direction.</p>
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## VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)  
Financial Reports

## VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

For purposes of these meetings, EPA will provide meeting space.

## VIII. CONFERENCES AND WORKSHOPS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost

estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## **IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

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### ***QUALITY ASSURANCE SURVEILLANCE PLAN for WSD's Mission Support***

#### **Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 02-22	
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001	
Contract Number EP-C-15-012		Contract Period 08/01/2015 To 07/31/2018			Title of Work Assignment/SF Site Name		
		Base                      Option Period Number      2			OGWDW Strategic Planning		
Contractor CSRA LLC				Specify Section and paragraph of Contract SOW			
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance  From 08/01/2017 To 07/31/2018			
Comments: The purpose of this amendment is to fix an error in EAS. No changes to the contract terms and conditions are required.							
<input type="checkbox"/> Superfund				Accounting and Appropriations Data			
				<input checked="" type="checkbox"/> Non-Superfund			
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
SFO <input type="checkbox"/> (Max 2)							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)      (Cents)      Site/Project (Max 8)      Cost Org/Code
1							
2							
3							
4							
5							
Authorized Work Assignment Ceiling							
Contract Period: 08/01/2015 To 07/31/2018		Cost/Fee:		LOE:			
This Action:							
Total:							
Work Plan / Cost Estimate Approvals							
Contractor WP Dated:				Cost/Fee		LOE:	
Cumulative Approved:				Cost/Fee		LOE:	
Work Assignment Manager Name    Nancy Parrotta						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number: 202-564-5260	
						FAX Number:	
Project Officer Name    Nancy Parrotta						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number: 202-564-5260	
						FAX Number:	
Other Agency Official Name						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number:	
						FAX Number:	
Contracting Official Name    Donna Reinhart						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number: 513-487-2114	
						FAX Number:	

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 02-22								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-C-15-012	Contract Period 08/01/2015 To 07/31/2018 Base                      Option Period Number    2	Title of Work Assignment/SF Site Name OGWDW Strategic Plan								
Contractor CSRA LLC		Specify Section and paragraph of Contract SOW 2.1, 2.15, 2.16								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 08/01/2017 To 07/31/2018								
Comments: The purpose of this amendment 2 to CSRA (EP-C-15-012) WA 02-22 is to add new tasks 3 and 4 and to change the WA-COR to Debbie Newberry and add an alternate WA-COR Ashley Greene.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
08/01/2015 To 07/31/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name    Debbie Newberry							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-1415			
							FAX Number:			
Project Officer Name    Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Donna Reinhart							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2114			
							FAX Number:			

**WORK ASSIGNMENT  
PERFORMANCE WORK STATEMENT (PWS)  
CSRA  
Amendment 2**

**Contract No. EP-C-15-012**  
**Work Assignment: WA-02-22**

**WACOR:**    **Name:**                      Debbie Newberry  
                 **Office:**                      Office of Groundwater and Drinking Water  
                 **Phone:**                      202-564-1415  
                 **E-mail:**                      newberry.debbie@epa.gov  
                 **Mail code:**                      4608T  
                 **Street Address:**              1200 Pennsylvania Ave., NW  
                 **City, State, Zip:**              Washington, DC 20460

**Alternate WACOR**

**Name:**                      Ashley Greene  
                 **Office:**                      Office of Groundwater and Drinking Water  
                 **Phone:**                      202-566-1738  
                 **E-mail:**                      greene.ashley@epa.gov  
                 **Mail code:**                      4608T  
                 **Street Address:**              1200 Pennsylvania Ave., NW  
                 **City, State, Zip:**              Washington, DC 20460

**LOE: 113 hours**

**Period of Performance: Effective date through July 31, 2018**

**Title: Office of Ground Water and Drinking Water Strategic Planning and National Drinking Water Advisory Council Meeting Support**

**PWS Sections 2.1, 2.15, 2.16**

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**I. PURPOSE:**

The purpose of this amendment is to add Task 3 and Task 4 to support the Office of Ground Water and Drinking Water on priority issues related to addressing PFAS (per- and polyfluoroalkyl substances) challenges in drinking water and at contaminated sites for strategic planning purposes. Task 3 will provide expert support by both attending and assisting EPA in the structural development of a two-day meeting on May 22-23, 2018, to engage national leaders in discussing strategic opportunities to:

1. Share information among participants on ongoing efforts to provide tools to characterize the risks from PFAS and to reduce exposure;
2. Identify near-term actions that are needed to address challenges currently facing states and local communities;

Develop risk communication strategies to help address public concerns with PFAS. Task 4 will provide

expert support to the EPA by assisting in the development of a PFAS Management Plan for the Agency.

## **II. BACKGROUND:**

No Change.

## **III. QA REQUIREMENTS:**

No Change.

## **IV. DETAILED TASK DESCRIPTION:**

All direction under this WA will be provided as written technical direction from the WACOR as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CL COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

### **Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports**

No Change.

### **Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan**

1. No Change.

### **Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.**

No Change.

### **Task 3: Support for the Office of Ground Water and Drinking Water in engaging national experts and community leaders on PFAS challenges for strategic planning purposes**

To support these efforts, the contractor shall:

1. Provide expert to offer technical support and upfront planning assistance (not logistical) to the EPA prior to national leader meeting and community engagement sessions including:
  - a. Assisting in the development and distribution of PFAS briefing documents and discussion questions on the following topics: 1) risk communication; 2) monitoring and methodology; 3) human health impacts and toxicity; and 4) treatment and reducing exposures.
  - b. Assisting in development of draft agendas, meeting materials, and meeting frameworks for the national leader meeting and other engagement sessions.
2. Provide expert to attend and provide professional support (not logistical) for meeting to engage

federal, state, tribe, and other partners on priority issues related to addressing PFAS challenges in drinking water and at contaminated sites. For planning purposes, the meeting will be held May 22, 2018 (full day – 9 hours) and May 23, 2018 (half day – 5 hours) in Washington, DC.

3. While EPA is not seeking consolidated group recommendations or direction from meeting participants, the contractor shall develop, in concert with EPA, an analysis of participant input from the meeting including:
  - a. Developing a thematic synthesis of discussions.
  - b. Undertaking further synthesis if materials are submitted by participants post meeting.
  - c. Further engaging with participants, as needed, depending on meeting outcomes.

#### **Deliverables:**

1. Review of meeting agendas, materials, frameworks, and discussion questions.
2. Written meeting and post-input synthesis analysis.

#### **Other Deliverable Expectations:**

Draft Meeting Synthesis	1 week after meeting date
Final Meeting Synthesis	3 days after receipt of WACOR(s) comments

#### **Task 4: Support for the Office of Ground Water and Drinking Water in developing a PFAS Management Plan**

As a follow-up to the national leader meeting and community engagement sessions, the contractor shall:

1. Prepare a draft thematic synthesis of the meeting discussions based on overarching themes from all meeting notes (for planning purposes, this should be no longer than 5 pages).
2. Develop, as needed, a summary of post-meeting perspectives submitted by expert participants.
3. Work with OGWDW to develop an outline for a draft PFAS Management Plan.
4. Work with OGWDW to draft PFAS Management Plan (For planning purposes, the plan should be approximately 10-15 pages).

#### **Deliverables:**

1. Thematic synthesis of meetings
2. Summary of post-meeting participant submittals, as needed
3. Develop an outline for the PFAS Management Plan
4. Develop draft PFAS Management Plan

#### **V. CONFERENCES AND WORKSHOPS**

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and

will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## VI. SCHEDULE/DELIVERABLE

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically on a CD or by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- Finalized summary for NDWAC meeting shall be 508 compliant.

**Due dates reflect the draft documents for WACOR consideration. Final deliverables are due no later than 15 days after receiving the WACOR’s comments, unless the WACOR provides written technical direction indicating otherwise\***

**\*Within five working days of receipt of EPA WACOR comments on Task 3, the contractor shall provide EPA with a final summary of the meeting.**

<u>Deliverable</u>	<u>Due No Later Than</u>
<b>Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports</b> Work Plan Monthly Progress and Financial Reports	No Change

<p><b>Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan</b></p> <ol style="list-style-type: none"> <li>1. Prepare agendas for based on information provided by EPA, and facilitate three meetings to be located in the Washington DC area (For planning purposes the meetings will last approximately 5 hours)</li> <li>2. Produce written notes of each meeting</li> <li>3. Participate in up to four one- hour conference calls with OGWDW during the development of the plan outline</li> <li>4. Assist in developing a strategic plan outline for the Office (For planning purposes this outline should be approximately 10 pages in length)</li> </ol>	<p>No Change</p>
<p><b>Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.</b></p> <ol style="list-style-type: none"> <li>1. Conduct pre-meeting coordination with the Designated Federal Officer. (For planning purposes, the pre-meeting coordination should last 1 hour).</li> <li>2. Perform note taking during the meeting.</li> <li>3. Develop a draft meeting summary for EPA and develop a final summary that is 508 compliant.</li> </ol>	<p>No Change</p>

<p><b>Task 3: Support for the Office of Ground Water and Drinking Water in engaging national experts and community leaders on PFAS challenges for strategic planning purposes</b></p> <ol style="list-style-type: none"> <li>1. Provide advice and upfront planning assistance to the EPA prior to national leader meeting and community engagement sessions</li> <li>2. Attend and provide professional support for meeting to engage federal, state, tribe, and other expert partners on priority issues related to addressing PFAS challenges in drinking water and at contaminated sites. The meeting will be held May 22, 2018 (full day – 9 hours) and May 23, 2018 (half day – 5 hours) in Washington, DC.</li> <li>3. Develop, in concert with EPA, an analysis of participant input from the meeting.</li> <li>4. Participate in up to six one-hour conference calls with EPA during the development of the pre-meeting planning.</li> </ol>	<p>Upon written technical direction.</p>
<p><b>Task 4: Support for the Office of Ground Water and Drinking Water in developing a PFAS Management Plan</b></p> <ol style="list-style-type: none"> <li>1. Prepare a draft thematic synthesis of the meeting discussions based on overarching themes from the meeting notes (for planning purposes, this should be no longer than 5 pages).</li> <li>2. Develop a summary of post-meeting perspectives submitted by expert participants, as needed.</li> <li>3. Assist OGWDW in developing an outline and draft PFAS Management Plan.</li> </ol>	<p>Upon written technical direction.</p>

## VII. REPORTING REQUIREMENTS



Monthly Progress Reports (including a progress evaluation discussion)  
Financial Reports

## **VIII. GREEN MEETINGS AND CONFERENCES**

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

For purposes of these meetings, EPA will provide meeting space.

## **IX. CONFERENCES AND WORKSHOPS**

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## **X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

***for WSD's Mission Support***

**Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 02-22								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003								
Contract Number EP-C-15-012	Contract Period   08/01/2015   To   07/31/2019 Base                      Option Period Number      2	Title of Work Assignment/SF Site Name OGWDW Strategic Plannin NDWAC								
Contractor CSRA LLC		Specify Section and paragraph of Contract SOW 2.1, 2.15, 2.16								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   08/01/2017   To   07/31/2018								
Comments: The purpose of this amendment 3 to CSRA (EP-C-15-012) WA 02-22 is to revise Tasks 3-4 to support OGWDW on priority issues related to addressing PFAS challenges in drinking water and at contaminated sites for strategic planning purposes.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 350				
08/01/2015 To 07/31/2019										
This Action:						0				
Total:						350				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Debbie Newberry						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-1415				
						FAX Number:				
Project Officer Name    Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Donna Reinhart						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2114				
						FAX Number:				

**WORK ASSIGNMENT  
PERFORMANCE WORK STATEMENT (PWS)  
CSRA  
Amendment 3**

**Contract No. EP-C-15-012**  
**Work Assignment: WA-02-22**

**WACOR:**    **Name:**                      Debbie Newberry  
                 **Office:**                      Office of Groundwater and Drinking Water  
                 **Phone:**                      202-564-1415  
                 **E-mail:**                      newberry.debbie@epa.gov  
                 **Mail code:**                      4608T  
                 **Street Address:**              1200 Pennsylvania Ave., NW  
                 **City, State, Zip:**              Washington, DC 20460

**Alternate WACOR**

**Name:**                      Ashley Greene  
                 **Office:**                      Office of Groundwater and Drinking Water  
                 **Phone:**                      202-566-1738  
                 **E-mail:**                      greene.ashley@epa.gov  
                 **Mail code:**                      4608T  
                 **Street Address:**              1200 Pennsylvania Ave., NW  
                 **City, State, Zip:**              Washington, DC 20460

**LOE: hours**

**Period of Performance: Effective date through July 31, 2018**

**Title: Office of Ground Water and Drinking Water Strategic Planning and National Drinking Water Advisory Council Meeting Support**

**PWS Sections 2.1, 2.15, 2.16**

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**I. PURPOSE:**

The purpose of this amendment is to revise Tasks 3 and Task 4 to support the Office of Ground Water and Drinking Water (OGWDW) on priority issues related to addressing PFAS (per- and polyfluoroalkyl substances) challenges in drinking water and at contaminated sites for strategic planning purposes. Task 3 will provide expert support by assisting OGWDW in the structural development of engagements to engage national and community leaders, including attending and providing a synthesis of a two-day summit on May 22-23, 2018, to engage national leaders in discussing strategic opportunities to:

1. Share information among participants on ongoing efforts to provide tools to characterize the risks from PFAS and to reduce exposure;
2. Identify near-term actions that are needed to address challenges currently facing states and local

communities;

3. Develop risk communication strategies to help address public concerns with PFAS.

Task 4 will provide expert support to OGWDW by assisting in the organization and, if needed, the development of a PFAS Management Plan for the Agency.

## **II. BACKGROUND:**

No Change.

## **III. QA REQUIREMENTS:**

No Change.

## **IV. DETAILED TASK DESCRIPTION:**

All direction under this WA will be provided as written technical direction from the WACOR as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CL COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

### **Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports**

No Change.

### **Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan**

No Change.

### **Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.**

No Change.

### **Task 3: Support for the Office of Ground Water and Drinking Water in engaging national and community leaders on PFAS challenges for strategic planning purposes**

To support these efforts, the contractor shall:

1. Provide expert to offer framework recommendations and technical support (not logistical) to OGWDW prior to national leader summit and community engagement sessions including:
  - a. Assisting in the development of objectives and format, draft agendas, discussion questions, and briefing documents/materials for the PFAS national leader summit and other community engagement sessions. The summit will be focused on the following

- topics: 1) identifying PFAS in communities; 2) solutions to address PFAS; 3) communicating PFAS.
- b. Participating in EPA-led preparatory sessions with relevant stakeholders in advance of the summit.
  2. Provide two experts to convene, moderate and provide professional support (not logistical), as needed, for national leader summit to engage federal, state, tribe, and other partners on priority issues related to addressing PFAS challenges in drinking water and at contaminated sites. For planning purposes, the summit will be held May 22, 2018 (full day – 9 hours) and May 23, 2018 (half day – 5 hours) in Washington, DC.
  3. While EPA is not seeking consolidated group recommendations or direction from participants, the contractor shall develop, in concert with EPA, an analysis of participant input from the summit including:
    - a. Following Day 1 (May 22, 2018) of summit, providing a brief summary of participant input and discussion topics and working with OGWDW to develop format and material for Day 2 (May 23, 2018) summit framework and discussions.
    - b. Developing a synthesis of overall summit discussions, input, and actions based on overarching themes from all summit notes (for planning purposes, this should be no longer than 5-10 pages).
    - c. Undertaking further synthesis if materials are submitted by participants post summit.
    - d. Further engaging with participants, as needed, depending on summit outcomes.

#### **Deliverables:**

1. Review of national leader summit and community engagement sessions objectives, format, agendas, discussion questions, and other materials.
2. Day 1 (May 22, 2018) national leader summit summary and outline for Day 2 (May 23, 2018) summit structure/format.
3. Written overall summit and post-input synthesis analysis.

#### **Other Deliverable Expectations:**

Day 1 Summit Summary	May 22, 2018
Draft Summit Synthesis	2 weeks after meeting date
Final Summit Synthesis	7 days after receipt of WACOR(s) comments

#### **Task 4: Support for the Office of Ground Water and Drinking Water in developing a PFAS Management Plan**

Utilizing information and input obtained through all stakeholder comments (as provided by EPA), the contractor shall:

1. Work with OGWDW to develop an outline for a draft PFAS Management Plan (for planning purposes, the outline should be no longer than 5 pages).

2. Work with OGWDW to draft PFAS Management Plan (for planning purposes, the plan should be approximately 10-15 pages).

### **Deliverables:**

1. Develop an outline for the PFAS Management Plan
2. Develop draft PFAS Management Plan

## **V. CONFERENCES AND WORKSHOPS**

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## **VI. SCHEDULE/DELIVERABLE**

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically on a CD or by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- Finalized summary for NDWAC meeting shall be 508 compliant.

**Due dates reflect the draft documents for WACOR consideration. Final deliverables are due no later than 15 days after receiving the WACOR’s comments, unless the WACOR provides written technical direction indicating otherwise\***

**\*Within five working days of receipt of EPA WACOR comments on Task 3, the contractor shall provide EPA with a final summary of the meeting.**

<u>Deliverable</u>	<u>Due No Later Than</u>
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<p><b>Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports</b></p> <p>Work Plan</p> <p>Monthly Progress and Financial Reports</p>	<p>No Change</p>
<p><b>Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan</b></p> <ol style="list-style-type: none"> <li>1. Prepare agendas for based on information provided by EPA, and facilitate three meetings to be located in the Washington DC area (For planning purposes the meetings will last approximately 5 hours)</li> <li>2. Produce written notes of each meeting</li> <li>3. Participate in up to four one- hour conference calls with OGWDW during the development of the plan outline</li> <li>4. Assist in developing a strategic plan outline for the Office (For planning purposes this outline should be approximately 10 pages in length)</li> </ol>	<p>No Change</p>
<p><b>Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.</b></p> <ol style="list-style-type: none"> <li>1. Conduct pre-meeting coordination with the Designated Federal Officer. (For planning purposes, the pre-meeting coordination should last 1 hour).</li> <li>2. Perform note taking during the meeting.</li> <li>3. Develop a draft meeting summary for EPA and develop a final summary that is 508 compliant.</li> </ol>	<p>No Change</p>



<p><b>Task 3: Support for the Office of Ground Water and Drinking Water in engaging national and community leaders on PFAS challenges for strategic planning purposes</b></p> <ol style="list-style-type: none"> <li>1. Provide framework recommendations and technical support to OGWDW prior to national leader summit and community engagement sessions.</li> <li>2. Attend and provide professional support for meeting to engage federal, state, tribe, and other expert partners on priority issues related to addressing PFAS challenges in drinking water and at contaminated sites. The summit will be held May 22, 2018 (full day – 9 hours) and May 23, 2018 (half day – 5 hours) in Washington, DC.</li> <li>3. Develop brief summary of Day 1 (May 22, 2018) of national leader summit and provide outline of recommended structure/format for Day 2 (May 23, 2018) of summit.</li> <li>4. Prepare a draft synthesis of the overall summit discussions based on overarching themes from all written notes.</li> <li>5. Participate in up to 15 one-hour conference calls with EPA and other stakeholders during the development of the pre-summit and community engagements planning.</li> </ol>	<p>Upon written technical direction.</p>
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<p><b>Task 4: Support for the Office of Ground Water and Drinking Water in developing a PFAS Management Plan</b></p> <ol style="list-style-type: none"> <li>1. Assist OGWDW in developing outline for the PFAS Management Plan (for planning purposes, assume 2 drafts).</li> <li>2. Assist, if needed, OGWDW in developing a draft of the PFAS Management Plan (for planning purposes, assume 2 drafts).</li> <li>3. Participate in up to 8 one-hour conference calls with EPA during the development of the PFAS Management Plan.</li> </ol>	<p>Upon written technical direction.</p>
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## VII. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

## VIII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

For purposes of these meetings, EPA will provide meeting space.

## IX. CONFERENCES AND WORKSHOPS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

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can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## **X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)**

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Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

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### ***QUALITY ASSURANCE SURVEILLANCE PLAN for WSD's Mission Support***

#### **Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>EPA</b>  United States Environmental Protection Agency  Washington, DC 20460  <b>Work Assignment</b> </div> <div> Work Assignment Number  02-22 </div> </div>										
<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004										
Contract Number EP-C-15-012		Contract Period 08/01/2015 To 07/31/2019 Base                      Option Period Number                      2		Title of Work Assignment/SF Site Name OGWDW Strat Plan, NDWAC, PFAS						
Contractor CSRA LLC			Specify Section and paragraph of Contract SOW 2.1, 2.15, 2.16							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance  From 08/01/2017 To 07/31/2018							
Comments: Amendment 4 to CSRA (EP-C-15-012) WA 02-22: Due to an increase in stakeholder conversations occurring under task 3 PFAS Activity, and the lack of activity under task 1, OGWDW Strategic Plan, EPA is moving 80 hours of LOE from Task 1 to Task 3. There is no increase to the overall budget.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 08/01/2015 To 07/31/2019		Cost/Fee:		LOE: 350						
This Action:				0						
Total:				350						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee			LOE:				
Cumulative Approved:			Cost/Fee			LOE:				
Work Assignment Manager Name    Debbie Newberry						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-1415				
						FAX Number:				
Project Officer Name    Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Donna Reinhart						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2114				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 02-22				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2019			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number                      2			OGWDW Strat Plan, NDWAC, PFAS				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.15, 2.16					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 08/01/2017 To 07/31/2018					
Comments: The purpose of this amendment 5 to CSRA (EP-C-15-012) WA 02-22 is to add a new task 5 and 6 associated with PFAS risk communication work and community engagement support.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 350				
08/01/2015 To 07/31/2019										
This Action:						0				
Total:						350				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Debbie Newberry						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-1415				
						FAX Number:				
Project Officer Name    Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Donna Reinhart						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2114				
						FAX Number:				

**WORK ASSIGNMENT  
PERFORMANCE WORK STATEMENT (PWS)  
CSRA  
Amendment 5**

**Contract No. EP-C-15-012**  
**Work Assignment: WA-02-22**

**WACOR:**     **Name:**                     Debbie Newberry  
                 **Office:**                     Office of Groundwater and Drinking Water  
                 **Phone:**                     202-564-1415  
                 **E-mail:**                     newberry.debbie@epa.gov  
                 **Mail code:**                   4608T  
                 **Street Address:**         1200 Pennsylvania Ave., NW  
                 **City, State, Zip:**         Washington, DC 20460

**Alternate WACOR**

**Name:**                     Ashley Greene  
                 **Office:**                     Office of Groundwater and Drinking Water  
                 **Phone:**                     202-566-1738  
                 **E-mail:**                     greene.ashley@epa.gov  
                 **Mail code:**                   4608T  
                 **Street Address:**         1200 Pennsylvania Ave., NW  
                 **City, State, Zip:**         Washington, DC 20460

**LOE: hours: 435**

**Period of Performance: Effective date through July 31, 2018**

**Title: Office of Ground Water and Drinking Water Strategic Planning and National Drinking Water Advisory Council Meeting Support**

**PWS Sections 2.1, 2.15, 2.16**

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**I. PURPOSE:**

The purpose of this amendment is to add Task 5 and 6 to support the Office of Ground Water and Drinking Water (OGWDW) on priority issues related to addressing PFAS (per- and polyfluoroalkyl substances) and other drinking water contaminant challenges for strategic planning purposes. Task 5 will provide expert support to OGWDW by assisting in the development of PFAS and other drinking water contaminant risk communication information. Task 6 will provide support by assisting OGWDW in the synthesis of sessions to engage communities throughout the country on PFAS and other drinking water contaminant issues, including attending and providing support at select community engagement sessions.

## **II. BACKGROUND:**

Work under Tasks 5 and 6 of this PWS will be started during this Option Period 2 (as detailed in Section IV). EPA anticipates providing additional LOE and completing work within these tasks during Option Period 3 to include all the following:

### **Support for the Office of Ground Water and Drinking Water in developing PFAS or other drinking water contaminant risk communication information**

To support these efforts, the contractor shall:

1. Provide an expert to, in concert with EPA, offer guidance and recommendations on PFAS or other drinking water contaminant risk communication including:
  - a. Developing a strategy for the development of risk communication messages.
  - b. Providing results of research and implementation of risk communication messaging strategy.
  - c. Developing risk communication messages based on implementation of risk communication messaging strategy.
  - d. Developing written, graphical, or electronic risk communication materials (e.g., fact sheets, infographics, videos) based on identified risk communication messages to address public concerns with PFAS or other drinking water contaminants.

#### **Deliverables:**

1. Written strategy on developing risk communication messages
2. Written results following implementation of risk communication messaging strategy
3. Develop risk communication messages (for planning purpose, assume up to 5 topics areas)
4. Develop risk communication materials (for planning purposes, assume up to 5 materials)

### **Support for the Office of Ground Water and Drinking Water in engaging communities throughout the country on PFAS and other drinking water contaminant challenges**

To support these efforts, the contractor shall:

1. As needed, provide 1 to 2 people to attend and provide professional support for community engagement sessions. There will be up to seven 1 to 2-day community engagement sessions to be held from the June through September 2018 in various locations throughout the country (for planning purposes, assume travel for four sessions and one person per session).
2. While EPA is not seeking consolidated group recommendations or direction from the community engagement sessions, the contractor shall develop for each individual community engagement session, in concert with EPA, a synthesis of discussions, input, and actions based on overarching themes from notes (provided by EPA) for each community engagement session (for planning purposes, these should each be no longer than 5 pages).

#### **Deliverables:**

1. For up to seven community engagement sessions, individual written synthesis analysis.

### **Other Deliverable Expectations:**

Community Engagements Syntheses: 2 weeks after meeting dates or receipt of meeting notes

### **III. QA REQUIREMENTS:**

No Change.

### **IV. DETAILED TASK DESCRIPTION:**

All direction under this WA will be provided as written technical direction from the WACOR as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Contract Level Contracting Officer's Representative (CL COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

#### **Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports**

No Change.

#### **Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan**

No Change.

#### **Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.**

No Change.

#### **Task 3: Support for the Office of Ground Water and Drinking Water in engaging national and community leaders on PFAS challenges for strategic planning purposes**

No Change.

#### **Task 4: Support for the Office of Ground Water and Drinking Water in developing a PFAS Management Plan**

No Change.

#### **Task 5: Support for the Office of Ground Water and Drinking Water in developing PFAS or other drinking water contaminant risk communication information**



**LOE: hours: 250**

To support these efforts, the contractor shall:

1. Provide an expert to, in concert with EPA, offer guidance and recommendations on PFAS or other drinking water contaminant risk communication including:
  - a. Developing a strategy for the development of risk communication messages.
  - b. Providing results of research and implementation of risk communication messaging strategy.
  - c. Developing risk communication messages based on implementation of risk communication messaging strategy.

**Deliverables:**

1. Written strategy on developing risk communication messages

**Task 6: Support for the Office of Ground Water and Drinking Water in engaging communities throughout the country on PFAS and other drinking water contaminant challenges**

**LOE: hours: 160**

To support these efforts, the contractor shall:

1. As needed, provide 1 to 2 people to attend and provide professional support for community engagement sessions. There will be up to three 1 to 2-day community engagement sessions to be held from June through July 2018 in various locations throughout the country (for planning purposes, assume travel for two sessions and one person per session).
2. While EPA is not seeking consolidated group recommendations or direction from the community engagement sessions, the contractor shall develop for each individual community engagement session, in concert with EPA, a synthesis of discussions, input, and actions based on overarching themes from notes (provided by EPA) for each community engagement session (for planning purposes, these should each be no longer than 5 pages).

**Deliverables:**

1. For up to three community engagement sessions, individual written synthesis analysis.

**Other Deliverable Expectations:**

Community Engagements Syntheses: 2 weeks after meeting dates or receipt of meeting notes

**V. CONFERENCES AND WORKSHOPS**

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel,

planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## VI. SCHEDULE/DELIVERABLE

- The contractor(s) shall send EPA all reports in accordance with the terms of the basic contract. All deliverables shall be submitted electronically on a CD or by email in Microsoft format (e.g., Word, Excel, Access, etc.), in addition to a hard copy submittal, as requested by the WACOR.
- The contractor shall provide a work plan as set out in the table below.
- All reports shall be provided first in draft form. Upon receipt of comment from the WACOR, the contractor shall revise the report and finalize the report accordingly.
- Finalized summary for NDWAC meeting shall be 508 compliant.

**Due dates reflect the draft documents for WACOR consideration. Final deliverables are due no later than 15 days after receiving the WACOR’s comments, unless the WACOR provides written technical direction indicating otherwise\***

**\*Within five working days of receipt of EPA WACOR comments on Task 3, the contractor shall provide EPA with a final summary of the meeting.**

<u>Deliverable</u>	<u>Due No Later Than</u>
<b>Task 0: Work Plan, Progress Evaluations and Monthly Progress Reports</b> Work Plan Monthly Progress and Financial Reports	No Change

<p><b>Task 1: Support for the Office of Ground Water and Drinking Water in Developing a Five Year Strategic Plan</b></p> <ol style="list-style-type: none"> <li>1. Prepare agendas for based on information provided by EPA, and facilitate three meetings to be located in the Washington DC area (For planning purposes the meetings will last approximately 5 hours)</li> <li>2. Produce written notes of each meeting</li> <li>3. Participate in up to four one- hour conference calls with OGWDW during the development of the plan outline</li> <li>4. Assist in developing a strategic plan outline for the Office (For planning purposes this outline should be approximately 10 pages in length)</li> </ol>	<p>No Change</p>
<p><b>Task 2: Support to EPA OGWDW for the NDWAC meeting, which will be held December 11, 2017, through noon on December 13, 2017, in the Washington, DC, metro area.</b></p> <ol style="list-style-type: none"> <li>1. Conduct pre-meeting coordination with the Designated Federal Officer. (For planning purposes, the pre-meeting coordination should last 1 hour).</li> <li>2. Perform note taking during the meeting.</li> <li>3. Develop a draft meeting summary for EPA and develop a final summary that is 508 compliant.</li> </ol>	<p>No Change</p>

<p><b>Task 3: Support for the Office of Ground Water and Drinking Water in engaging national and community leaders on PFAS challenges for strategic planning purposes</b></p> <ol style="list-style-type: none"> <li>1. Provide framework recommendations and technical support to OGWDW prior to national leader summit and community engagement sessions.</li> <li>2. Attend and provide professional support for meeting to engage federal, state, tribe, and other expert partners on priority issues related to addressing PFAS challenges in drinking water and at contaminated sites. The summit will be held May 22, 2018 (full day – 9 hours) and May 23, 2018 (half day – 5 hours) in Washington, DC.</li> <li>3. Develop brief summary of Day 1 (May 22, 2018) of national leader summit and provide outline of recommended structure/format for Day 2 (May 23, 2018) of summit.</li> <li>4. Prepare a draft synthesis of the overall summit discussions based on overarching themes from all written notes.</li> <li>5. Participate in up to 15 one-hour conference calls with EPA and other stakeholders during the development of the pre-summit and community engagements planning.</li> </ol>	<p>Upon written technical direction.</p>
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<p><b>Task 4: Support for the Office of Ground Water and Drinking Water in developing a PFAS Management Plan</b></p> <ol style="list-style-type: none"> <li>1. Assist OGWDW in developing outline for the PFAS Management Plan (for planning purposes, assume 2 drafts).</li> <li>2. Assist, if needed, OGWDW in developing a draft of the PFAS Management Plan (for planning purposes, assume 2 drafts).</li> <li>3. Participate in up to 8 one-hour conference calls with EPA during the development of the PFAS Management Plan.</li> </ol>	<p>Upon written technical direction.</p>
<p><b>Task 5: Support for the Office of Ground Water and Drinking Water in developing PFAS and other drinking water contaminant risk communication information</b></p> <ol style="list-style-type: none"> <li>1. Develop risk communication messaging strategy.</li> <li>2. Participate in up to 5 one-hour conference calls with EPA during the development of the strategy, strategy implementation, and message development.</li> </ol>	<p>Upon written technical direction.</p>
<p><b>Task 6: Support for the Office of Ground Water and Drinking Water in engaging communities throughout the country on PFAS and other drinking water contaminant challenges</b></p> <ol style="list-style-type: none"> <li>1. As needed, attend and provide professional support for community engagement sessions. There will be up to three 1 to 2-day community engagement sessions (for planning purposes, assume travel for 2 meetings for one person).</li> <li>2. Prepare a draft synthesis for each community engagement session based on all written notes (for planning purposes assume 2 meetings).</li> <li>3. Participate in up to 5 one-hour conference calls with EPA in the development of meeting syntheses.</li> </ol>	<p>Upon written technical direction.</p>

## **VII. REPORTING REQUIREMENTS**

Monthly Progress Reports (including a progress evaluation discussion)  
Financial Reports

## **VIII. GREEN MEETINGS AND CONFERENCES**

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

For purposes of these meetings, EPA will provide meeting space.

## **IX. CONFERENCES AND WORKSHOPS**

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## **X. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All delivered products intended for external EPA use will require 508 compliance.

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***QUALITY ASSURANCE SURVEILLANCE PLAN***  
***for WSD's Mission Support***

**Quality Assurance Surveillance Plan**

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.